



12 Fairfield Lane, Barrow-In-Furness, Cumbria, LA13 9AH

Tel (01229) 821273

Email: fairfieldfunctions@btinternet.com

Completed application forms should be returned to the Secretary at the premises at the above address, or by email to the email address above.

PLEASE NOTE: THE CONDITIONS OF OUR LICENCE REQUIRE THAT MUSIC AND BAR SALES AT PRIVATE FUNCTIONS CEASE AT 11:55 P.M.

ALL SURPLUS FOOD MUST BE REMOVED FROM THE PREMISES AT THE END OF THE HIRE PERIOD

BOOKING FORM

Date		Start Time		Finish Time	
Lounge	<input type="checkbox"/>	Banqueting Room	<input type="checkbox"/>		
<i>Tick as required</i>					
Purpose of hire					
Total No. present (adults over 18)		Will children be present? (under 18)	YES/NO <i>Delete as appropriate</i>	Total No. present (children under 18)	
Name/contact details of adult responsible for children					
Bar required	YES/NO	Bar start time		Bar finish time	
Do you wish us to arrange catering?		YES/NO		Type of catering BUFFET/SIT DOWN	
What catering is to be arranged privately? <i>(See condition 5 below)</i>					
What entertainment will be booked?					
Applicant Name		Address		Tel No.	
				Mobile	
Email address:					
I agree to the terms and conditions of Hire					
Signature _____			Date _____		
<i>By signing this form, I also explicitly agree that my personal data can be held and used by the Fairfield for the purpose of management of bookings, in accordance with the General Data Protection Regulation 2018 (GDPR)</i>					

FOR CLUB USE ONLY

Cost of Hire				
Additional Bar Staff	No. of Staff	Hours	Hourly Rate (£)	Total (£)
YES / NO <i>Delete as appropriate</i>				
Room Hire and Other Costs				
Refundable security deposit against damage and/or breakages				
TOTAL COST OF HIRE				

The Booking has been approved. Payment should be made to *Barrow Masonic Club*.

Signed: _____ Club Secretary Date: _____

Hire rates from June 2017:

For a licensed function: £100 + £50 refundable security deposit

For an unlicensed function: £25 + £50 refundable security deposit

For other use (e.g. corporate meeting, training etc.): £10 per hour

For any other use not listed, please contact the Secretary at the Club

*Please note: The Club reserves the right to change these rates at any time. The prevailing rate will be detailed on the returned approved booking form. Functions for members and their **immediate** family will not be charged.*

Catering and/or entertainment

If you have requested catering and/or entertainment to be booked through the Club, these will be charged separately.

PLEASE NOTE: The use of fireworks is not permitted. **We DO NOT accept bookings for 18th or 21st birthday celebrations.** Children's parties are only accepted from members.

To ensure that appropriate staff are on duty, numbers of those attending **MUST** be confirmed no later than **14** days before the function. Any dates reserved verbally **MUST** be confirmed by submission of a booking form within **14** days of receipt, or the date will be released for other use.

Terms and Conditions for Hiring “The Fairfield” Function Suite

The following terms and conditions apply, and any application submitted will be considered to be an acceptance of them.

1. The applicant will accept responsibility for ensuring the security of the Club and maintaining good order and conduct thereby safeguarding the interests of Barrow Masonic Club. Any breakages or damage may result in the forfeiture of the security deposit. (Also see condition 11 below)
2. The application form must be completed in full and submitted to the Secretary at least one month in advance of the event (incomplete application forms will be returned).
3. No bunting is to be fitted in any way to walls or ceilings, and confetti and other similar table decoration must **not** be used.
4. The Club can provide a service to decorate for any events, including dressing of tables and chairs etc., at an additional cost. For details contact the Secretary.
5. Catering can also be arranged on request. For details, contact the Secretary. Any caterer not booked through the Club will **NOT** be allowed to use the kitchen.
6. All surplus food **MUST** be removed from the premises at the end of the booking period.
7. No personal drinks may be brought on to the premises. If there is a requirement for a specific drink, the Club will endeavour to provide it for sale, provided at least two weeks’ notice is given to the Club.
8. Staffing levels will be set according to numbers attending, up to 50 attendees one member of bar staff, 50 to 100 two members, and over 100 three members will be provided. A staffing allowance will be made for normal opening times. The Club reserves the right to charge the Hirer an additional fee for extra bar staffing costs, where appropriate.
9. Hire of the Hall will be at such a rate as determined from time to time by the Barrow Masonic Club Committee, and will be advised at the time that booking is confirmed by the Club. Payment must be made in full before the event takes place.
10. Any damages incurred during the hire period, however caused, must be paid for by the Hirer. A refundable deposit of £50 will be required for each booking to cover damage and breakages. Any subsequent cost exceeding the deposit will be invoiced separately to the Hirer.
11. Any additional cleaning costs incurred as a result of spillages etc. must be paid for by the Hirer.
12. The Club Committee reserves the right to refuse any booking for any reason, and will advise whether the number sought to attend by the Hirer can safely be accommodated for the purpose requested.
13. To comply with the conditions of the Club’s Premises License, the volume of any music must be kept to a reasonable level, and the Hirer **MUST** comply with any request from the Bar staff to turn down the volume. Failure to do so may result in the Hirer being requested to terminate the event early, and the Bar being closed.
14. The licensing hours available are restricted from 12:00 noon to 11:55 pm. Last orders from the Bar will normally be at 11.45 pm. The premises must be locked and secured by the Bar Staff, accompanied by the designated person detailed on the application form.

15. A pre-hire safety inspection will be carried out in conjunction with the Hirer, where fire escape routes, the operation of fire alarms and appliances will be indicated and the condition of all furniture, fittings, doors, floor coverings etc. will be confirmed by the Hirer as being in a safe condition. A check list will be signed by both the Hirer, the Club Secretary, or nominated representatives of each. The signed check list will be considered for every purpose part of the agreement for hire.
16. In the event of the fire alarm sounding, everyone in the premises **MUST** leave the building and proceed to the assembly area on the lower car park, and no assumption made that the cause was a false alarm. All instructions of the Club's Fire Marshalls **MUST** be followed.
17. Any accident, no matter how small, **MUST** be reported to the bar staff, and recorded in the Accident Book. The entry in the Accident Book **MUST** be countersigned by either the applicant or the person suffering the reported accident and will be retained by the Club.
18. There must be no smoking anywhere in the building **or immediately outside the entrance**. Smokers may use the area to the right of the main entrance on the terrace, and receptacles for the disposal of cigarette ends etc. are affixed to the corner of the building for that purpose.
19. No entertainment or catering arrangements/bookings should be confirmed by the Hirer until the receipt of a returned, duly signed booking form to the applicant. The Club shall not be responsible for any cancellation fees incurred by a Hirer as a result of necessary changes to bookings prior to the receipt of a signed approval.
20. The Hirer must satisfy themselves that any entertainer, or operator of any entertainment facility brought to site for a function, has proper public liability insurance. The Club will accept no liability for any injury, loss, or damage, by anyone or to anything by the use of such facilities whilst the Club is in use. If the Hirer is in any doubt, they **MUST** consult the Club Secretary prior to booking such entertainment and/or facility.
21. Bubbles for use by children **WILL NOT** be permitted on the premises, as spillages constitute a slip hazard to staff and other users.
22. Any private booking is limited to the ground floor of the building and/or the grounds only. There is no access permitted to the first floor of the building, and Hirers **MUST** ensure that no one is allowed up the stairs.
23. The Club reserves the right to close the bar and terminate any event if, in the opinion of Club officers, the safety of staff and/or visitors is at risk by the bar remaining open and/or the event being allowed to continue.
24. For the information of Hirers, the safety of the staff, and in accordance with the requirements of the Club's Premises License, CCTV recording facilities are in use throughout the premises for security purposes.
25. By signing the booking form, the hirer explicitly accepts that their personal data may be retained by the Club for the purpose of management of Club bookings, in accordance with the *General Data Protection Regulation 2018 (GDPR)*.